

Quakertown Community High School

Senior High School
600 Park Ave.
Quakertown, PA 18951
215-529-2060
www.qcsd.org/SHS

Freshman Center
349 S. Ninth St.
Quakertown, PA 18951
267-371-1200
www.qcsd.org/FC

QCSD Mission Statement

- Our mission is to maximize the achievement of each student and to empower all students to become productive citizens. "Enter to learn. Leave to Serve."

QCHS Belief Statements

- We believe all students...
...are capable of being independent, happy, positively contributing members of our community prepared for the challenges of college and career.
...can learn, do, grow/change, and succeed when held to high expectations.
- We believe student learning...
...is a shared responsibility and occurs when teachers, students, families, and the educational community work in a collaborative environment.
- We believe our classrooms...
...should be safe and structured learning environments that support and challenge students.
- We believe our school...
...is an evolving and dedicated community of students and teachers; continually under construction.

QLove Pledge

(Created by the Student Council in 2014)

- We pledge to embody the QLove spirit.
- We will help to establish a community in which all students, teachers, and administrators want to be.
- We are devoted to creating a school we can be proud of, where we become the best versions of ourselves and inspire others to do the same.
- If people fall short of their best, we will pick them up. We will not judge.
- We will stand up for what is right.
- We are QTown. We are QLove.

QCHS Alma Mater

Let each voice in joyous song,
Swell the hymn of praise.
Loyalty we pledge to thee,
Dear Alma Mater, hear us raise
Our song of love and courage true,
Ever may it ring,
Song of hope and honor bright,
All hail the Blue and White!

May each son of thine for aye
Cherish thy dear name,
Fight for right and strive each day
To keep thy banner free from shame.
May our hearts find joy in thee,
Guide us, we implore,
Faithful sons and daughters,
This, our joy forevermore!

GENERAL DISCLAIMER

Please note that this handbook is not exhaustive of all district and school expectations and procedures. References to QCSD Board policies have been provided for additional explanation.

All Board policies can be found online at www.qcsc.org.

STUDENT RESPONSIBILITIES

You are expected to exhibit integrity, civility, and responsibility in all of your actions both during the school day and at all school events. The following responsibilities are located in the Pennsylvania Code (Title 22, Section 12.2):

- (a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- (b) No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
- (c) Students should express their ideas and opinions in a respectful manner.
- (d) It is the responsibility of the students to conform to the following:
 - (1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
 - (2) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
 - (3) Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
 - (4) Assist the school staff in operating a safe school for the students enrolled therein.
 - (5) Comply with Commonwealth and local laws.
 - (6) Exercise proper care when using public facilities and equipment.
 - (7) Attend school daily and be on time at all classes and other school functions.
 - (8) Make up work when absent from school.
 - (9) Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
 - (10) Report accurately in student media.
 - (11) Not use obscene language in student media or on school premises.

ACADEMICS

ACADEMIC INTEGRITY AND PLAGIARISM

- A learning environment is based on trust, honesty, and integrity. All work that you submit is expected to be your own original work. Knowingly using another individual's words and representing them as your own is plagiarism, and it is unacceptable. If it is determined that you have plagiarized or cheated, there will be both an academic and disciplinary consequence. Academically, you will receive a zero on the assignment/assessment. If you choose to redo the assignment/assessment (which may be modified to preserve academic integrity), you may earn up to 75%. You will also receive a disciplinary consequence consistent with the Disciplinary Protocols outlined in this handbook.

CLASS RANK (see Board Policy 214)

- Class rank is computed at the close of each academic school year. It includes all graded courses, 9-12. The class rank is a weighted percentile ranking, which is reported on the transcript.

<u>Course Type</u>	<u>Transcript Weight</u>
*AP	.5
Dual Enrollment	.25
Project Lead the Way	.25
Honors	.25

*Starting with the Class of 2017, AP exam scores of three or higher will result in transcript weighting of .75 rather than .5.

GRADING

- All assessments will be aligned to PA State Standards.
- Report Cards will include percentages and letter grades (A through F)
- Grade Scale (Passing for course: 60%)
 - A – 100-90
 - B – 89-80
 - C – 79-70
 - D – 69-60
 - F – 59-50
- Grades cannot be changed after the next marking period has ended with the exception of incompletes.
- Lowest percentage grade for a marking period is 50%. Final exam grades can be 0-100%.
- Final Grade for the year will be based on an average of marking period grades and final exam grade as communicated on each course Fact Sheet.

GRADE LEVEL PLACEMENT AND GRADUATION REQUIREMENTS (see Board Policies 215 & 217, and accompanying Administrative Regulations)

- Please refer to the current year's Program of Studies for grade level placement and graduation requirements.

HOMEWORK (see Board Policy 130 and accompanying Administrative Regulation)

- Homework is a necessary part of each student's educational program. You are expected to spend time on your studies in addition to scheduled class instruction to achieve optimum results. Homework assignments may be one of three categories: practice of skills taught during class, preview in preparation to learn skills or concepts in class, or completion of an assignment based on the course learning targets. Specific requirements for each course will be communicated through Fact Sheets.

HONOR ROLL (see Board Policy 240 and accompanying Administrative Regulation)

- To be eligible for Honor Roll status in any marking period, you must obtain a grade point average of 3.5.
 - All grades must be a "C" or higher
- To be eligible for Distinguished Honor Roll status in any marking period, you must obtain a grade point average of 3.75.
 - All grades must be a "B" or higher

MAKE-UP WORK/OBTAINING ASSIGNMENTS

- Class work and homework are important parts of the total educational program. You and/or your parents should actively seek to obtain all assignments during any absence from school by contacting the classroom teacher.
- Please refer to each course Fact Sheet for guidelines regarding submitting late work.

REMEDiation AND ENRICHMENT

Student work to improve knowledge/skills:

1. May only be done within two marking periods
2. Teachers will provide multiple assessment opportunities, using multiple modalities, to determine a student's understanding/skill level and to assign a final grade.
3. If a reassessment is provided to change a grade on a given assessment, the highest score that can be earned is a 75%.
 - a. Guidelines must be consistent by department

SCHEDULING LIMITATIONS

- Please refer to the current Program of Studies for all course descriptions. Many courses offered require specific prerequisites. Students should determine whether they meet the prerequisites of a given course before electing it by referring to the course descriptions. Additionally, students should consult with teachers, counselors, and their parent(s) prior to selecting an appropriate program of studies.

- The number of students electing a course and the availability of teachers will determine whether a course will be offered.
- You are requested to be careful and thorough in your selection of courses. All students are expected to continue in, and complete, the courses selected. All schedule changes must be made prior to the opening of school.

SCHOOL NEWSPAPERS AND PUBLICATIONS (see Board Policy 220 and accompanying Administrative Regulation)

- You have the responsibility to refrain from libel and obscenity and to observe the rules of responsible journalism. Within these bounds, you have a right and are as free as editors of other newspapers to report the news and to editorialize.
- School officials should supervise student-run newspapers published with school equipment and remove obscene or libelous material, as well as edit material that would cause a substantial disruption or material interference with school activities.
- Students who are not members of the newspaper staff and other members of the school community should have access to its pages. The criteria for submission of material by non-staff members will be published and distributed to all students.
- Staff members shall be held responsible for materials which are libelous or obscene, and such publications may be prohibited.

SUMMER SCHOOL/TUTORING (see Board Policy 124)

- In order to graduate on time, a student who has not met proficiency in a required course must take action to remediate this situation.
- The counselors will advise students and parents/guardians on the options available for student-specific situations. Please be advised that summer school options incur a cost to the family.

ATTENDANCE

(see Board Policy 204 and accompanying Administrative Regulation)

According to the Pennsylvania Department of Education (PDE), “[i]n order for students to realize the opportunities and benefits from school, students have to not only be in attendance, but they must also be meaningfully connected to the school and experiencing success” (BEC 24 P.S. 13-1327). Most students and parents would agree that frequent absences from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained. Regular school attendance is essential to the successful completion of the educational objectives of the school system.

The Commonwealth has empowered the school district to develop policies to enforce state attendance laws and regulations (22 Pa. Code 11.41). Parents/guardians and students are also encouraged to reference PDE’s 2015 Basic Education Circular (BEC) titled “Compulsory Attendance and School Attendance Improvement Plan” (BEC 24 P.S. 13-1327). This BEC, a copy of which is available on the school website, contains relevant state attendance laws and requirements.

The following district policies are based upon and in compliance with this BEC. The policies are outlined in a question-and-answer format. If you have any questions or concerns about these policies, please do not hesitate to contact the attendance secretary at 215-529-2067 (SHS) or 267-371-1212 (FC).

APPLICABILITY OF ATTENDANCE POLICIES

What does “compulsory school age” mean?

Commonwealth law defines “compulsory school age” as “the period of a child’s life from the time the child’s parents elect to have the child enter school, which shall be not later than at the age of eight (8) years until the age of seventeen (17) years” (24 P.S. 13-1326). Therefore, until you reach the age of 17, both you and your parents/guardians may face legal penalties for violating compulsory school attendance requirements.

What if I am 17 years of age or older?

All district attendance policies apply to you regardless of age. While no legal penalties may be imposed upon students who are not of compulsory school age, the district may impose academic and/or disciplinary consequences for attendance policy violations. Please refer to the “Disciplinary Protocols” section of the handbook.

ABSENCES

What if I am absent from school?

All absences require a signed parental note stating the day(s) of and reason for the absence. Notes must be turned in within three (3) calendar days of the absence, or the absence(s) will be permanently counted as unexcused. If you miss three (3) consecutive days, a parental note and a note from a licensed medical practitioner are required. Please note that while a call or an email to the attendance secretary is appreciated, a call does not replace a written, signed note.

Can I participate in extracurricular activities if I am absent from school?

No, students who are absent from school may not participate in athletics or any other cocurricular or extracurricular event/activity.

What counts as an excused/lawful absence?

- Illness or quarantine
- Death in the immediate family
- Appointments for licensed medical practitioners
- Physical or mental disability that is verified by a licensed medical practitioner
- College visits (up to 3 days per school year). Upon return from a college visit, students must submit a signed notice from the institution (usually via the Admissions Office) as proof of the visit.
- Religious holidays (upon written parental request)
- Educational travel (with prior administrative approval)
- Court hearings related to the county Children and Youth Agency or Juvenile Probation Office
- Urgent/emergency reasons. Please note that the Commonwealth requires that this excuse be “strictly construed” (24 P.S. 13-1329(a)). Examples of excuses that are not urgent include, but are not limited to: missing the bus, job interviews, unauthorized trips (such as hunting or fishing), oversleeping, or car trouble.

What counts as an unexcused/unlawful absence?

Unless the absence is due to one of the specific reasons deemed excusable by the Commonwealth (see above), then the absence is unexcused/unlawful. Absences are also unlawful if a parental note is not handed in to the attendance secretary within three (3) calendar days of the absence.

What if I am absent for 10 or more days during the school year?

A student absent for 10+ days throughout the school year, regardless of the absences being excused or unexcused, shall be required to present a note from a licensed medical practitioner for any additional absences.

What happens if I am absent from school without a lawful excuse and am of compulsory school age (under 17 years of age)?

In an effort to avoid legal penalties, schools will invite you and your parents/guardians to design a “Student Attendance Improvement Plan” (SAIP). The SAIP is a proactive measure that seeks to improve your attendance while outlining the consequences for failing to do so.

Students who accumulate more than three (3) unexcused absences are considered “habitually truant.” Because of their age, they are in violation of the Commonwealth’s compulsory school attendance laws and regulations. After the third unlawful absence, parents/guardians will receive a certified notice alerting them to the possible legal penalties for continued violation of the compulsory school attendance laws. These penalties may be imposed by a magisterial district judge on both students and parents/guardians. The specific penalties are outlined in the PA School Code (24 P.S. 13-1333 and 1338.1) and can include, but are not limited to: fines, community service, completion of a parenting education program, and referral to the county Children and Youth Agency.

Students are also subject to the disciplinary consequences described in the “Disciplinary Protocol” section of this handbook.

What happens if I am absent from school without a lawful excuse and am not of compulsory school age (17 years of age or older)?

Students who accumulate more than three (3) unexcused absences are considered “habitually truant.” In addition to the disciplinary consequences described in the “Disciplinary Protocol” section of this

handbook, students may be placed on a “Student Attendance Improvement Plan” (SAIP). The SAIP outlines additional consequences, including revocation of extracurricular activities and privileges.

EARLY DISMISSALS

What if I need to be dismissed early from school?

While services by licensed medical practitioners should ideally be scheduled after school, the district understands that this is not always possible. Requests to leave school before dismissal should be presented to the attendance secretary in the Main Office as soon as possible. Requests may be a signed parental note or an appointment card from a licensed medical practitioner, both of which must indicate the departure time and an approximate time for returning to school (when appropriate). The attendance secretary will approve a valid dismissal request by issuing a blue early dismissal card. Students must check in with the attendance secretary when departing from or returning to school.

If a parent/guardian has not provided a note beforehand, such as in an emergency situation, the parent/guardian must sign the student out in the Main Office. Please note that early dismissals will not be considered excused unless approved by administration and/or the school nurse.

TARDINESS/LATE TO SCHOOL

What if I am tardy (late) to school?

Students who arrive to school after 7:10 AM must check in with the attendance secretary in the Main Office. The same rules apply for both absences and tardiness (for example, the need for parental notes and the differences between excused and unexcused). Please refer to the “Disciplinary Protocols” section of the handbook.

EDUCATIONAL TRIPS (see Board Policy 231 and accompanying Administrative Regulation)

- Regulations of the State of Pennsylvania provide that, upon written request from your parents/guardians, you may be excused from school attendance to participate in an educational trip or trip not sponsored by the school when the trip is evaluated by the principal as educational, and if the adult supervision is acceptable to both the principal and your parents/guardians.
- In the Quakertown Community School District, the building principal has been designated by the Superintendent to make the initial decision, based on the information provided. An educational trip form can be obtained in the Main Office. This form must be submitted to the principal a minimum of ten school days prior to the trip (except in an emergency). A principal will not approve trip requests if a student has academic or attendance concerns, or if the trip falls within a state-mandated testing window. Please refer to the trip request form for additional restrictions.
- Per district policy, you will be allowed a maximum of five days for an educational trip for the entire school year. Students who exceed the maximum number of days will be unexcused.

CONDUCT & BEHAVIOR

ALCOHOL AND DRUGS (see Board Policy 227 and accompanying Administrative Regulation)

- **PURPOSE:** The Quakertown Community School District recognizes and affirms the individual value and potential of each member of its school community. We recognize that chemical abuse and dependency seriously impairs the ability of individuals to develop their full potential. We also recognize that problems created by chemical abuse and dependency have an adverse effect on the ability of all members of the school community to achieve personal and district educational goals. Our policy is based on the belief that chemical dependency is a life threatening illness that affects individuals in all areas of their lives: spiritually, emotionally, physically, intellectually, and socially. Because it is also our conviction that chemical dependency is a treatable illness, the Quakertown Community School District has developed regulations that respond to this problem.
- The Senior High School provides the student body with a variety of activities that extend beyond the curriculum and established program of studies. In order to participate, students must demonstrate proper behavior and acceptable academic performance. Students exhibiting an acceptable level of conduct earn the privilege of attending or participating in commencement, class trips, the prom, dances, sporting events, clubs and activities. Students that have not complied with the District's drug and alcohol policy, will have their privileges removed for a length of time deemed appropriate by the principal.
- **REGULATION STATEMENT:** The Board of School Directors of the Quakertown Community School District, recognizing that the misuse of chemicals is a serious problem with legal, physical, emotional, and social implications for the whole school community, adopts the position that students must be chemically free in order that they may develop in the most productive and healthy manner. It is therefore this district's policy to prevent and prohibit the possession and or use, mimic of use, sale, and/or mimic of sale, distribution, and/or intent of distribution of any illegal or controlled mood-altering chemical medication or abused chemical on school property, at school-sponsored events, on school buses and in route to and from school by any mode of travel. Such prevention and/or prohibition shall occur through a four-faceted program including (1) education, (2) prevention (school climate), (3) intervention, and (4) support services.
 - Violations of this policy include **the possession, use, sale, distribution, or mimicking the possession, use, sale, or distribution** of chemicals, counterfeit chemicals, and paraphernalia as defined and described within the parameters of this regulation. The consequences of such violations will involve mandatory referral to the Student Assistance Program (SAP) and may result in **expulsion** from school by the Board of School Directors.
 - This regulation will be implemented through the cooperative efforts of the faculty, administration, school employee groups, students, parents/guardians, bus drivers, and community agencies of the Quakertown Community School District.
 - Drugs and mood-altering chemicals, the terms may be used interchangeably, shall include any alcohol or malt beverage, controlled substance, or illegal and abused

substance or medication and any substance which is intended to alter mood. Examples of the above are: marijuana, hashish, chemical solvents, glue, anabolic steroids, and any look-alike (counterfeit) chemical.

- **DEFINITIONS:**

- **Counterfeit** means a controlled substance, other drug, device or cosmetic which, or the container or labeling of which, without authorization, bears the trademark, trade name, or other identifying mark, imprint, number, or device, or any likeness thereof, of a manufacturer, distributor, or dispenser other than the person or persons who in fact manufactured, distributed, or dispensed such substance and which thereby is falsely purported or represented to be the product of, or to have been distributed by, such other manufacturer, distributor, or dispenser.
- **Paraphernalia** means all equipment, products, and materials of any kind which are used, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance in violating of the Controlled Substance, Drug, Device, and Cosmetic Act.
- **School Property** shall include not only actual buildings, facilities, and grounds on the school campus, but shall also include school buses, school bus stops, school parking areas, and any facility being used for a school function.
- **SAP TEAM / CORE TEAM** is a multidisciplinary team composed of school personnel (teachers, staff, administrators, nurses, counselors). This team will be trained to understand and work on the issues of adolescent chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this regulation. The SAP / Core Team is an integral part of the Student Assistance Program.
- **Cooperative Behavior** shall be defined as the willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of said staff.
- **Uncooperative Behavior** shall be defined as any resistance or refusal, either verbal, physical, or passive, on the part of the student to comply with the reasonable request or recommendations of a staff member at the time that the student is apprehended using or in possession of drugs or mood-altering chemicals. Defiance, assault, and deceit shall constitute examples of uncooperative student behavior. Uncooperative behavior shall also be defined as a student's lack of cooperation during the intervention process following a policy violation.
- **Enabling** is allowing irresponsible and destructive behavior patterns to continue by taking responsibility for others and not allowing them to face the consequences of their own actions (helping, fixing, placating, ignoring). This includes failure to take appropriate action when aware of a difficulty.
- **Confiscation** - when there is probable cause to believe that a student is in possession of drugs or mood-altering chemicals, there is an obligation to search for and seize chemicals or substances by all school employees or any employer of contracted groups who work with the students. This will include school lockers, cars on school

property, clothing, purses, book bags, books and other personal property. Reasonable efforts would be made to secure the student's voluntary agreement to the search and to have the student present at the time of the search.

- **Student Intervention Group** - a multiple session, educational and confrontational group to which chemical abuse offenders would be assigned as a function of the disciplinary procedures. The purpose is to educate about and confront the use of mood-altering chemicals, while directing students toward a drug assessment and treatment. Confidentiality between students and guidance counselors, teaching staff, Student Assistance Team members, administrators, school nurses, school psychologists, and clerical workers shall be respected, and no confidential communication made relative thereto without the consent of the student by his/her parent/guardian unless the best interests of the student can be served only by doing so.
- **Intervention** - the collection of behavioral data in a student case for presentation to the student and/or family. The goal of an intervention is to confront behavior and express support. The desired outcome of an intervention may be parent permission for a professional assessment and a willingness to consider and implement the assessor's recommendations.
- **Contract** - An agreement between the student and the school to address drug and/or alcohol concerns or behavioral concerns of the student. If the contract results from a policy violation, the contract is valid until the student graduates from Quakertown Community Senior High School. The terms of the contract shall be reviewed at least annually with the student by a member of the Student Assistance Team.
- **Superintendent's Review Council** - shall be comprised of designees of the Superintendent of Schools. The Council may convene to consider cases of uncooperative behavior during the intervention process. The Council may also conduct its own intervention meeting with the student and/or parents. The Council may recommend that the Superintendent convene an expulsion hearing in cases of flagrant, uncooperative behavior following first or second offenses. The Council may also address unusual circumstances arising from the implementation of this policy.
- The guidelines incorporated in this regulation have been formulated for the effective enforcement of this regulation in a fair and consistent manner. Recognizing that chemical use and abuse may be indicative of the disease process of chemical dependency, every effort will be made to offer the student the help and assistance he or she would receive for any other illness. Early identification and referral of student evidencing a problem with chemical abuse or dependency will be the primary goal. Disciplinary procedures will be administered with the best interests of the student and the student body in mind.
- Due consideration has been given to the legal rights and responsibilities of the school administration, staff, students, and parents/guardians. Section 1317 of the Pennsylvania School Code specifies that "every teacher, assistant principal, and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his/her school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them."

- **Forwarding of Records:** The SAP and IST teams may use their discretion in forwarding summary findings and recommendations to the counselor in the receiving school when a valid educational need exists. In such cases, the guidance counselor in the receiving school may meet with the student as an expression of on-going support. Principals shall use their discretion in forwarding the record of the disciplinary infraction, recognizing that a later repetition of the behavior may constitute a health and safety threat in the next setting. When the record of a serious offense is forwarded to the senior high school, the receiving administrator shall meet with the student to discuss the possible consequences of a second offense. Only through the transfer of this disciplinary record shall the first offense, at the middle school level, be considered in an expulsion hearing for a subsequent offense at the senior high school.
- **STEROID USE**
 - **Regulation Statement:** The use of anabolic steroids, except for a valid medical purpose, by any pupil involved in school-related athletic activities is prohibited. (Body building, muscle enhancement, increasing muscle bulk or strength and the enhancement of athletic ability are not valid medical purposes.) Human Growth Hormone (HGH) is not included as an anabolic steroid under the provisions of this regulation.
 - **Consequences for Violations:** The following minimum penalties apply to students in violation of this regulation:
 - For a first violation, suspension from school athletics for the remainder of the season.
 - For a second violation, suspension from school athletics for the remainder of the season and for the following season.
 - For a third violation, permanent suspension from school athletics.
 - No student shall be eligible to resume participation in school athletics until there has been a medical determination that no residual evidence of steroids exists. The Quakertown Community School District may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school athletic program.

ASSAULT

- A student shall not intentionally do bodily injury to any person or threaten any person; or be involved in intimidation, harassment or extortion: or knowingly possess, handle, or transmit any object that can reasonably be considered a weapon.
- Any acts of violence directed toward a teacher, administrator, student, or staff member of the school by a student will result in an immediate suspension from school. The student will then be referred to the Superintendent of Schools for disciplinary action which may result in expulsion. Acts of violence will be referred to the police for further action.

BUS BEHAVIOR (see Board Policy 810 and Administrative Regulation 218)

The school laws of Pennsylvania state that the Board of School Directors may provide free transportation for any student. Transportation for students on a school bus is a privilege that may be revoked. You

must respect the rights of all individuals riding the bus. Behavior must not impair the bus driver's ability to maintain control of the vehicle. Your behavior on the bus may be monitored by audio/video devices.

- **FIRST OFFENSE:**

1. Bus infractions are to be brought to the attention of the administration, who will take steps to correct the situation. Parents may be informed by the principal or his designee of your misbehavior by when warranted. The Board desires that parents or guardians will cooperate with the district and the administration in controlling your behavior while on a school bus. If the privilege to ride the bus is revoked, the Superintendent shall be notified and will inform the Board of the action taken.
2. At no time is the driver of the bus to decide whether or not you will be permitted to ride on the bus or to administer any form of disciplinary action other than the assignment of specific seats to those student(s) involved in the disturbance.
3. The bus driver determines if an incident of misconduct merits a written report to the principal. If the report of misconduct on the bus is of an extremely serious nature, the principal or his designee may suspend your bus privileges for the first offense. This decision should be submitted in writing to the District Office. In order to expedite the action, your parents shall be notified by phone immediately and advised of the fact that: Suspension of bus privileges is taking place, the length of time of the suspension, and the dates on which the suspension will take effect and end. Any misconduct reported by the bus driver will be reported and filed by the principal or designee.
4. The building principal or designee should at all times attempt to cooperate with the driver(s) and the owner of the transportation company upon receipt from a bus driver of a report indicating your misbehavior. The principal or his designee shall speak with the individual(s) reported in order to determine the extent of the misbehavior, as well as the degree of discipline required.
5. In all cases where the bus driver's report is substantial, the principal or designee shall notify your parents of your misconduct and any disciplinary action taken. Meetings with you, your parents, bus driver, and administration will be held as needed. The basic intent of this meeting would be to seek understanding and cooperation among all those involved.

- **SECOND OFFENSE:**

1. Upon the report of your second offense of misbehavior on a bus, your parents shall again be notified by either the principal or his designee indicating that repeated action of this kind might result in you being denied the privilege of riding the bus for an indefinite period of time. Proper discipline shall be administered and the parents shall be informed of the discipline measures taken.

- **THIRD OFFENSE:**

1. Upon receipt of your third report of bus behavior, the principal may suspend your bus privileges. If suspension occurs, a memo stating your name, age, and grade; a descriptive list of the offenses; and the date on which the offenses occurred, as well as the name, address, and phone number of your parents shall be sent to the District Office.

2. If bus privilege is revoked, a letter shall be sent by the principal to your parents informing them of the decision and the length of time involved with the suspension. The specific dates of the suspension will be included in the letter.
3. During the period of time in which you are suspended from riding the school bus, your parents or guardians are responsible for having you transported to school. Revoked bus transportation does not constitute an excused absence from attending school.

CODE OF CONDUCT, ATHLETICS & ACTIVITIES (see Board Policies 123 & 232, and accompanying Administrative Regulations)

- Participating in activities and P.I.A.A. athletics is a privilege which requires maturity and responsibility. You are a representative of the student body as well as the school. Therefore, you will be required to follow an additional code of conduct for athletes. This will be provided by the coaching staff and athletic director. You are expected to represent yourself, your school, parents, and community favorably at all times. Additionally, Suburban One Schools reserve the right to eject any spectator whose conduct is detrimental to good sportsmanship. Misbehavior at sporting events may lead to prosecution or school discipline.
- In the interest of continued good relationships in the field of athletics, all spectators are asked to:
 1. Show their respect for their country by standing attentively and remove hats when the American Flag passes and during the playing and singing of the National Anthem.
 2. Show their respect by standing for the Alma Maters of both schools.
 3. Conduct themselves as ladies and gentlemen at all times, showing respect for visiting players and injured athletes, by not booing participants on the playing area and by respecting property.
 4. Show respect for the game officials and refrain from booing their decisions or interfering with their control of the contest.
 5. Recognize that using vulgarity and indecent gestures are unacceptable.
 6. Cheer under the organized guidance of the cheerleaders. Cheers that interfere with the opponent's cheering are unacceptable. Foot stomping in the stands is discouraged.
 7. Noisemakers and signs in any gymnasium or at any indoor contest are unacceptable.
 8. Littering the premises, throwing confetti or paper, and tossing objects onto the playing area are unacceptable.
 9. Food and beverage must remain in designated areas. The gymnasium area is not an acceptable area for the consumption of food and beverages.
 10. Adults and students must follow the code of conduct for promoting good sportsmanship.

DISCIPLINARY PROTOCOLS (see Board Policies 218 & 233)

Please note that administrators have discretion for all disciplinary issues based on the specific circumstances of each case. Only administrators may resolve Level III behavioral infractions. The rights of students with IEPs or 504 Plans will be respected as it relates to the disciplinary process, but students with IEPs or 504 Plans may be disciplined as a result of violations of the Disciplinary Protocols.

Level I—Behavior which impedes orderly classroom or school operations. Examples include but are not limited to:

- Cafeteria disruptions (e.g., excessive noise, lack of cleanliness)
- Class and/or school tardiness (non-habitual)
- Classroom disruption (disruption of learning)

<ul style="list-style-type: none"> • Cutting class or being late to class (non-habitual) • Disrespect and/or failure to follow staff directions • Disrespectful language, profanity, or gestures • Entering unauthorized areas • Hallway disruptions • ID policy violations • Inappropriate attire • Inappropriate displays of affection • Inappropriate use of computers or network (minor in nature, e.g., playing games or watching videos) • Lying to staff • Pass violations • Teasing/taunting that does not rise to the level of bullying or harassment • Use of earbuds/headphones in hallways • Use of electronic devices in class without permission
<p>Consequences may include one or more of the following:</p> <ul style="list-style-type: none"> • Administrator-issued detention (60 minutes) • Administrator-student conference (warning) • Confiscation of electronic devices • Contact parent/guardian • Counselor-student conference • Lunch detention • Teacher-issued detention (up to 45 minutes) • Teacher-student conference (warning) • Withdrawal of school privileges (participation in sports or clubs, attendance at dances or field trips, permission to drive/park, senior privilege, etc.)
<p>Level II—Behavior whose frequency and seriousness tends to disrupt the learning climate or positive spirit of the school. Level II can also include Level I behaviors that have not been corrected. Examples include but are not limited to:</p> <ul style="list-style-type: none"> • Bullying/harassment • Bus misconduct • Cheating, plagiarism, and academic dishonesty (in addition to an academic consequence) • Class and/or school tardiness (habitual) • Cutting class (habitual) • Dangerous/aggressive behavior (non-assault) • Defiance and disrespect to staff • Failure to follow directions in detention • Failure to identify oneself • Failure to serve detention(s) • Forging notes or impersonating a parent/guardian • Gambling • Leaving class or campus without permission • Offensive gender, racial, religious, or sexual comments or representations • Parking in unauthorized areas on/off school property • Unexcused absences • Use of electronic devices to take pictures without permission or to send inappropriate

<ul style="list-style-type: none"> messages (e.g., cyberbullying) Violation of the tobacco policy (see Board Policy & AR 222)
Consequences may include one or more of the following:
<ul style="list-style-type: none"> All Level I consequences Bus assigned seat, suspension, or expulsion Citation Confiscation of contraband Extended detention (3 hours) In-school suspension (ISS) Out-of-school suspension (OSS) Revocation of computer/network privileges SAP referral Towing/booting of vehicle
Level III—Behavior involves acts directed against persons or property, whose consequences seriously endanger the health or safety of others. Level III can also include Level I or II behaviors that have not been corrected. Examples include but are not limited to:
<ul style="list-style-type: none"> Arson Assault on students or staff Cafeteria disruptions (e.g., throwing food) Bullying/harassment Bus misconduct Destruction of property/vandalism Disorderly conduct Extortion False alarms Fighting (physical altercation) Inappropriate use of computers or network (serious in nature, e.g., browsing inappropriate websites, attempting to override filters) Offensive gender, racial, religious, or sexual comments or representations that rise to the level of harassment/bullying Possession or transfer of pornography or obscene material (print or electronic) Possession or use of explosive devices or fireworks Possession of weapons, parts of a weapon, or lookalikes Reckless driving on school property Serious misconduct Theft or possessing stolen property Threats/intimidation Use of laser pointers Violation of the drug and alcohol policy (see Board Policy & AR 227)
Consequences may include one or more of the following:
<ul style="list-style-type: none"> All Level I and II consequences Alternative educational placement Community service Expulsion Police involvement Restitution/monetary fine

ELIGIBILITY FOR PARTICIPATION IN ACTIVITIES AND INTERSCHOLASTIC SPORTS (see Board Policies 123 & 232, and accompanying Administrative Regulations)

- Participation in extracurricular activities and interscholastic sports is a privilege extended to all students. In order to be eligible for participation in such activities, you must be academically eligible as well as complete in the graduation project process. You are also required to adhere to attendance and behavior standards to be eligible for participation. Per PIAA policy, to be academically eligible you must be passing four full credit courses, or the equivalent, in a marking period.
- Any student who does not uphold the academic and/or behavior standards as outlined in this handbook may be declared ineligible for any and all activities. These activities include, but are not limited to, dances, sports, assemblies, field trips, UBCTS field trips, and special events.
- Students who have outstanding obligations or fees are not permitted to participate or be present at the aforementioned activities.
- If a student is suspended out of school (OSS), he/she may not participate in any extracurricular activities during the period of suspension. Per the discretion of an administrator, coach, and/or club advisor, students who are suspended in school (ISS) may be denied the opportunity to participate in extracurricular activities.

ELECTRONIC DEVICES

- Use of electronic devices including but not limited to cell phones, iPods, hand-held games, cameras, and video cameras, is not permitted in the classroom during the school day without teacher permission. Any such visible items being used without permission may be confiscated by the classroom teacher and held until the end of the day, and discipline may be assigned. A parent may be required to pick up the item. If you choose to bring such items to school, you are responsible for safely securing these items. The district assumes no responsibility for investigating the loss or theft of any such items. Additional expectations may be communicated as needed.
- You may not use a camera or video camera during the school day without the consent of a building administrator, except for school related purposes with administrative approval.
- Headphones/earbuds must be kept out of sight with the exception of the lunchroom. It is the teacher's discretion for their use in the classroom. Headphones that completely cover your ears are a safety concern and are prohibited.

FOOD/DRINK

- Food and drink are restricted to designated areas or subject to teacher discretion. Beverages are subject to inspection. No outside food or beverages will be allowed at any school sponsored event. Energy drinks are not permitted.

FREEDOM OF EXPRESSION (see Board Policies 218.2, 218.3, 248, & 248.1, and accompanying Administrative Regulation)

- You have the right to express yourself unless such expression directly interferes with the educational process, threatens immediate harm to the school or community, encourages

unlawful activity, or interferes with another individual's rights. Comments that are ethnically, racially, or sexually insulting, or in any way defame another individual, will not be tolerated.

HARASSMENT/DISCRIMINATION, UNLAWFUL (see Board Policies 218.2, 218.3, 248, & 248.1, and accompanying Administrative Regulation)

- **STATEMENT OF POLICY:** It is the policy of the Quakertown Community School District to strive to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated. The Board strives to support fully the laws prohibiting harassment and discrimination, including harassment and/or discrimination because of race, sex, sexual orientation, religion, color, national origin, ancestry, marital status, family status, handicap/disability, medical condition and age, as well as sexual harassment, and to maintain a learning environment which is free of any such harassment and discrimination.
- **GENERAL PROHIBITION:** The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.
- **DEFINITION OF HARASSMENT:** For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:
 1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
 2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
 3. Otherwise adversely affects an individual's learning opportunities.
- **DEFINITION OF SEXUAL HARASSMENT:** For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when: submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status; submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual; such conduct deprives a student of educational aid, benefits, services or treatment; and, such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.
- Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive

language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

- **COMPLAINT PROCEDURE:** The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith charges of harassment. A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee. If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.
- **Disciplinary Response:** If a principal determines there was a violation of Policy 248 by a student, specific to the definition of harassment, then he/she will determine which of the following category the behavior falls and levy the appropriate disciplinary actions, consistent with the Student Code of Conduct, Board policies, district procedures, and state and federal laws.
 - **Category A:** Behavior determined to be a one-time occurrence (no history of similar behaviors)
 - Meet with parent/guardian and student for the purpose of educating all parties about the district harassment policy.
 - Consequences may include (at a minimum), but are not limited to: verbal/written letter of apology, detention, community service, one (1) or more days of suspension.
 - Mandatory education component, such as counselor visits, literature/reports, reflection.
 - **Category B:** Behavior appears to be a one-time occurrence, but upon further investigation, a pattern emerges resulting in one or more victims, or is a sufficiently severe single incident.
 - Meet with parent/guardian and student for the purpose of educating all parties about the district harassment policy.
 - Consequences must include (at a minimum): one (1) or more days of suspension, meeting with a guidance counselor upon re-entry to school Education component, such as mandatory counselor visits, literature/reports, reflection. Consequence may include: Police contact.
 - **Category C:** Determined behaviors, establishing a pattern over time; or is a sufficiently severe single incident.
 - Meet with parent/guardian and student for the purpose of educating all parties about the district harassment policy.
 - Consequences must include (at a minimum: five (5) or more days of suspension, police contact, meeting with a guidance counselor upon re-entry to school. Education component, such as mandatory counselor visits, literature/reports reflection.

ID POLICY

- You are required to wear their school ID at all times while school is in session, and can be disciplined for failing to do so.
- The ID must be worn around the neck on the lanyard provided by the school.
- What if I lose my ID?
 - You may replace your ID by stopping at the office prior to the start of the school day.
 - Costs for replacement:
ID **or** Lanyard \$3.00
ID **and** Lanyard \$5.00
- What if my ID is damaged or destroyed?
 - Students who purposefully damage or deface their ID will be assigned an after school detention and required to purchase a new ID at the prices listed above.
 - If the ID is accidentally damaged, the student would be required to purchase a new ID as noted above.
- What if I violate the policy?
 - If you are not wearing your ID, you will be sent to the office immediately.
 - First offense = warning and temporary ID at no cost
 - Second offense = warning and temporary ID at no cost
 - Third and each additional offense = detention assigned and temporary ID at \$1.00
 - Repeated violation becomes an issue of insubordination, which is a significant disciplinary offense. Penalties for insubordination are addressed in the Disciplinary Protocols.

INSUBORDINATION

- Insubordination is defined as an act of disrespect, disobedience, or lying to authority. Lines of authority are absolutely necessary to the successful operation of a community. The teachers, administration, and staff are the authority to which you are responsible in the school community.
- You have a right to appeal a staff-member's decision, but you are not to disobey authority. Insubordination should be referred to the administration immediately. Insubordination will result in disciplinary action, as well as removal from the situation in which it occurred. Students involved in continual acts of insubordination may be referred to the Superintendent of Schools for disciplinary action.

STUDENT AFFECTION

- Public displays of affection are not appropriate in a high school setting. There is nothing wrong with a simple show of affection such as holding hands; however, kissing and close physical contact in public school are out of place. In order to avoid offending or embarrassing others, please limit displays of affection to hand holding.

STUDENT DRESS CODE (see Board Policy 221)

- The following guidelines have been established by the administration and will be enforced by the faculty and principals of Quakertown Community High School to insure that your hair and dress does not disrupt the educational process or constitute a health or safety hazard. The application of this policy shall be consistent with the rights of students with disabilities.

- Students violating the policy will be required to change into appropriate clothing supplied by the office. Your parent or guardian may be asked to bring more acceptable clothing to school or the office may provide more suitable attire. You may be held in the office or in-school suspension if replacement attire is not available. Any student who persists in disregarding the established dress code shall be subject to disciplinary action.
- The dress code may be relaxed due to excessive heat conditions in the 10-12 building. You will be notified by administration if this is the case.
 1. All shirts must have sleeves and shoulders must be covered.
 2. Apparel that is revealing, exceptionally tight, or are form fitting may not be worn. This includes sheer or see-through clothing.
 3. Garments exposing the stomach or those which expose too much of the anatomy are prohibited.
 4. You may wear shorts and skirts of appropriate length. (The length of the item must exceed the length of the fingertips when standing with arms at sides.)
 5. Your attire must remain free of symbolism related to death, sex, violence, ethnic insult, drugs, cigarettes, and alcohol.
 6. You may not wear destructive clothing or footwear, i.e. rivets, cleats, ornamental belts, etc. No heavy gauge chains or choke collars may be worn. (This includes athletic and extracurricular activities.)
 7. Hats, bandannas, scarves, headbands and other head coverings may not be worn during the school day. (1st Period through dismissal.)
 8. Coats and jackets are not to be worn in the classroom unless requested by the teacher.
 9. Appropriate footwear must be worn at all times in the classroom, on the fields, and in the parking lots (e.g. sandals are not appropriate for lab, physical education classes, or PLTW classes).
 10. Sunglasses may not be worn during the school day.
 11. Personal grooming is not permitted in the classroom.
 12. Undergarments must not be visible. You may be requested to wear a belt if necessary to keep pants at an appropriate height.
 13. Laboratory settings may impose additional guidelines for purposes of safety (e.g., loose fitting garments).
 14. Any attire that the administration considers to be an impediment to the quality of instruction or the welfare of the student or school shall not be permitted.
- When in doubt, do not wear it to school!

SUSPENSIONS & EXPULSIONS (see Board Policy 233)

- **In-School Suspension (ISS)**
 - No student may receive an in-school suspension without notice of the reasons for which s/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent(s)/guardian shall be informed of the suspension action taken by the school.
 - Should the in-school suspension exceed ten (10) consecutive school days, the student and his/her parent(s)/guardian shall be offered an informal hearing with the designated school official. Such hearing shall take place prior to the eleventh day of the in-school suspension.

- **Out-of-School Suspension (OSS)**
 - The principal or teacher in charge of a public school may suspend any pupil for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall report the suspension to the Superintendent as soon as possible thereafter.
 - No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard in his/her own behalf before the school official who holds the authority to reinstate him/her.
 - When the suspension exceeds three (3) school days, the student and parent(s)/guardian will be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension.
- **Expulsion**
 - The Board may either expel for a period exceeding ten (10) school days or may permanently expel from the rolls of this district any student whose misconduct and disobedience is such as to warrant this sanction. No student shall be expelled without an opportunity for a formal hearing before a duly authorized committee of the Board and upon action taken by the Board after the hearing.
 - The student under seventeen (17) years of age who is expelled has forfeited his/her right to an education in the schools of this district, but has not been excused from compliance with the compulsory attendance statute.
 - Parents or guardians who are unable to provide an education for their child shall submit a written statement within thirty (30) days that they are unable to do so. The district shall then make provisions for the student's education. If thirty days (30) pass without satisfactory evidence that the required education is being provided to the student, the district shall re-contact the parent and make provisions for the student's education.
 - Parents or guardians who are unable to provide an education for their child shall submit a written statement within thirty (30) days that they are unable to do so. The district shall then make provisions for the student's education. If thirty days (30) pass without satisfactory evidence that the required education is being provided to the student, the district shall re-contact the parent and make provisions for the student's education.

TECHNOLOGY, ACCEPTABLE USE & REPAIR OF (see Board Policy 815 and accompanying Administrative Regulation)

- The Board supports the use of the Internet and other computer networks in the district's instructional program in order to facilitate learning and teaching through interpersonal communications access to information, research and collaboration.
- The use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.
- The electronic information available to students and staff does not imply endorsement of the content by the school district, nor does the district guarantee the accuracy of the information received on the Internet. The district shall not be responsible for information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved via the Internet.

- The school district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.
- The district reserves the right to log network use and to monitor fileserver space utilization by district users, while respecting the privacy rights of both district users and outside users.
- The Board establishes that use of the Internet and the school's computer network is a privilege, not a right; inappropriate, unauthorized and illegal use will result in the cancellation of those privileges and appropriate disciplinary action.
- **RESPONSIBILITIES:**
 - The district shall make every effort to ensure that this educational resource is used responsibly by students and staff.
 - Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and development levels, and to evaluate and use the information to meet their educational goals.
 - Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet.
 - The building administrator shall have the authority to determine what is inappropriate use, and his/her decision is final.
- **GUIDELINES:** Network accounts will be used only by the authorized owner of the account for its authorized purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of the other users on the system. Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and State law. Specifically, the following uses are prohibited:
 1. Use of the network to facilitate illegal activities.
 2. Use of the network for commercial or for-profit purposes.
 3. Use of the network for non-work or non-school related work.
 4. Use of the network for product advertisement or political lobbying.
 5. Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.
 6. Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials.
 7. Use of the network to access obscene or pornographic material.
 8. Use of inappropriate language or profanity on the network.
 9. Use of the network to transmit material likely to be offensive or objectionable to recipients.
 10. Use of the network to intentionally obtain or modify files, passwords and data belonging to other users.
 11. Impersonation of another user, anonymity, or pseudonyms.
 12. Use of the network facilities for fraudulent copying, communication or modification of materials in violation of copyright laws.
 13. Loading or use of unauthorized games, programs, files, or other electronic media.
 14. Use of the network to disrupt the work of other users.

15. Destruction, modification, or abuse of network hardware and software.
 16. Quoting personal communication in a public forum without the original author's prior consent.
- **SECURITY:** System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system the following guidelines shall be followed:
 1. Employees and students shall not reveal their passwords to another individual.
 2. Users are not to use a computer that has been logged in under another student's or teacher's name.
 3. Any user identified as a security risk or having a history or problems with other computer systems may be denied access to the network.
 - **SAFETY:**
 1. To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator.
 2. Student users shall not reveal personal addresses or telephone numbers to other users on the District network, or to other individuals, companies or organizations on the Internet. The network users shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.
 3. Illegal use of the network; intentional deletion or damage to files of date belonging to others; copyright violation or theft of services will be reported to the appropriate legal authorities for possible prosecution.
 4. General rules for behavior and communication apply when using the Internet, in addition to stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.
 5. Vandalism will result in cancellation of access privileges. *Vandalism* is defined as any attempt to harm or destroy software data of another user, Internet or other networks. This includes but is not limited to the uploading or creation of computer viruses.
 6. The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to "fair use" guidelines.
 - **REPAIRS:**
 - Please refer to the district Technology Services website for questions regarding repairs and damages.

TOBACCO PRODUCTS, USE AND POSSESSION OF (see Board Policy 222 and accompanying Administrative Regulation)

- Research from many responsible sources has determined that tobacco use is hazardous to the health of the user as well as to nonsmokers in a smoke-filled environment. The Surgeon General has issued warnings to this effect. The Board recognizes that tobacco and electronic cigarette use and smoking present a health hazard to students, employees and visitors within the school community and is, therefore, of concern to the Board. In light of this information and in compliance with the requirements of the Pennsylvania Clean Indoor Air Act and Title 18 of the

Pennsylvania Consolidated Statutes Prohibiting the Use of Tobacco in Schools, this policy is hereby issued.

- For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material, smokeless tobacco in any form, and **electronic cigarettes**. Electronic cigarettes are defined as battery-operated products designed to deliver nicotine, flavor, and other chemicals by turning the substance into a vapor that is inhaled by the user.
- The Board prohibits tobacco and electronic cigarette use and possession by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. The Board prohibits tobacco and electronic cigarette use and possession by students at school-sponsored activities that are held off school property.
- State law provides that a student who possesses or uses tobacco in a school building, a school bus or on school property owned by, leased by or under the control of a school district commits a summary offense. The law provides the school district with the ability to initiate prosecution proceedings against the student with conviction subjecting the student to a fine.

WEAPONS (see Board Policy 218.1 and accompanying Administrative Regulation)

- The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law. The Board prohibits students from possessing and/or bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity.
- **DEFINITIONS:** Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, or any other tool, instrument or implement capable of inflicting serious bodily injury; or replica of a weapon that can be mistaken for a weapon. Possessing - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while on school property, on property being used by the school, at any school activity, at any school event held away from the school, or while the student is coming to or from school.
- The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

OPERATIONS

BULLETIN BOARDS/WALLS, DISTRIBUTION, AND POSTING OF MATERIALS (see Board Policy 220)

- School authorities may restrict the use of certain bulletin boards and walls to school announcements. Bulletin board space is provided for the use of students and student organizations. All notices and postings must be approved by the principal.
- The following general limitations on posting may be applied:
 1. School officials shall prohibit material which is obscene according to the current legal definition; which is libelous; or which inflames or incites students so as to create a clear and present danger of the commission of unlawful acts or physical disruption to the orderly operation of the school.
 2. Identification on any posted notice is required of a student or student group, including the name of at least one person of the group posting such notice.
 3. School officials may require that notices or other communications be officially dated before posting, and that such material be removed after a prescribed reasonable time to assure full access to the bulletin boards.
 4. Announcements will be limited to designated bulletin board areas and walls as determined by the principal.
- No person shall display any poster, notice, bulletin, or advertisement not directly related to school activities in any school building or grounds except as approved by the principal or his designee.

INSURANCE (see Board Policy 211)

- Students who participate in school-sponsored interscholastic athletics and band are not required to purchase student accident insurance. The Board pays for such insurance. However, these same individuals, along with *all other students who are involved in activities beyond the school day such as intramurals, outdoor school, or field trips, must purchase school insurance, or provide a family policy number and expiration date via the school district insurance waiver form.* In all cases, students must complete the district insurance waiver form.

LOCKERS (see Board Policy 226)

- The Board acknowledges the need for safe in-school storage of books, clothing, school materials and other personal property and may provide lockers for such storage. While the district does provide lockers, you are strongly discouraged from bringing personal possessions, including cash, into the school building. *The district assumes no responsibility for the loss or theft of personal possessions.*
- All lockers are and shall remain the property of the school district. As such, you shall have no expectation of privacy in your locker. *You are fully responsible for the contents of their locker.*
- You are required to keep your assigned lockers closed and locked against incursion by other students; but no student may use a locker as a depository for a substance or object which is prohibited by law or district regulations, or which constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.
- Any student with a defective locker should notify the office as soon as possible so repairs can be made and security maintained.

- The Board reserves the right to authorize its employees to inspect a student's locker at any time for the purpose of determining whether the locker is being improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and good order of the schools.
 - All requests or suggestions for the search of a student's locker shall be directed to the building principal. The principal shall open a student's locker for inspection on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the intelligently and voluntarily given consent of the student.
 - Whenever the search of a student's locker is prompted by the reasonable suspicion that the contents of a student's locker create an emergency, the principal may open the locker as soon as it is necessary to do so to discharge properly the duty to protect the persons and property in the school.

NON-DISCRIMINATION (see Board Policy 103)

- The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.
- The district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

PREGNANCY (see Board Policy 234)

- Pregnancy, parenting and/or married students have the same right to a free and full public education as do all other students. Being married, pregnant or emancipated, in and of itself, is not a valid reason to be exempted from school attendance. Additionally, students who are less than seventeen (17) years of age, are subject to compulsory attendance and must have a proper exception in order to leave school temporarily or permanently.
- The Quakertown Community School District has adopted the following policy regarding pregnancy:
 1. Pregnant girls, age seventeen (17) or younger, unless medically excused must attend school.
 2. A physical condition which may prohibit attendance must be verified by a licensed physician. The medical nature of the absence must be specific and must indicate duration.
 3. An appropriate educational program will be provided for students who are excused temporarily or permanently.

SCHOOL CLOSINGS

- When inclement weather may result in school closings, you and your parents will be notified through the district's phone system and information will be posted on the school district website.

SCHOOL JURISDICTION & TRANSPORTATION

- All rights, responsibilities, and regulations shall apply to you:
 1. On the school grounds during and immediately before or immediately after school hours;
 2. On the school grounds as either a spectator or participant at any other time when school is being used by a school group;
 3. Off the school grounds at any school activity, function, or event as a participant or spectator; and
 4. During the time required going to and from the home, including time spent at bus stops and on school bus transportation. To promote safety on buses, you may be monitored by a video and audio surveillance system. In order to ride on a bus to which you are not assigned, you and your parent/guardian must fill out a School Bus Boarding Pass located on the district website. This pass must be signed by a building administrator. You will not be permitted to ride a bus without this pass.

STUDENT ASSISTANCE PROGRAM (SAP) (see Board Policy 236 and accompanying Administrative Regulation)

- The Quakertown Community School District has established its commitment to healthy student growth and development. In order to achieve this goal, interventions by the school with the parents may be scheduled when the following observable behavior exists:
 - academic concerns; behavioral concerns; neglect, physical abuse, and sexual abuse; truancy and drop-out concerns; and substance abuse.
- Students and parents involved in interventions will receive appropriate referral resources to support them in ameliorating the presenting problem. SAP referrals can be made by staff, students, and parents/guardians. Referral slips are available in the Main Office.

STUDENT COMPLAINT PROCEDURE (see Board Policy 219)

- Any student with a complaint shall first contact the building principal to discuss the complaint and seek an informal resolution of the matter. If the complaint is not resolved, the principal will outline further procedures.

STUDENT DRIVING

- The laws of Pennsylvania give the school the right to regulate the use of motor vehicles during school hours. Since the school district provides transportation for all eligible students, driving should be considered a privilege extended to those deemed responsible.
- At the beginning of each school year, any student wishing to drive to school shall submit an application for parking to the office. Parking permits must be purchased in the office. Those students who qualify will rent a parking spot for a non-refundable fee.
- Students driving to school are expected to follow all regulations of the school and the Motor Vehicle Code of Pennsylvania. Failure to do so will result in removal of parking privileges and/or suspension from school. Once a student arrives on school property, they must remain on school property.
- Students driving to school are not permitted to use their car (whether parked on school property or not) during the school day without permission from the office and their parents.

Students are not permitted to drive to the Tech School unless given permission to do so. Cars parked on school property illegally or without authorization are subject to fine or will be towed away at the driver's expense.

- Preferred parking and discounted permits will be afforded to students driving energy saving vehicles. Specific details regarding preferred parking will be included in the parking application.
- Students driving to school should also be aware that the school attendance laws of Pennsylvania do not consider impassable roads a valid excuse for absence or tardiness, unless the student is riding on school-provided transportation.

STUDENT SALES/FUNDRAISING POLICY (see Board Policy 229 and accompanying Administrative Regulation)

- Throughout the year, classes, clubs, and teams conduct a number of fundraising campaigns. Each student participating in a fundraiser is responsible to provide good service to customers, safeguard any merchandise consigned, turn in all monies collected in the fundraiser, and/or return any merchandise. All sales require prior administrative approval. Monies collected must adhere to the district cash handling policy.
- Students who do not meet their responsibilities may be referred to the principal or principal's designee. The final disposition of cases will be coordinated with the advisor or coach and student officers. It should be remembered that all student activities are a privilege and the privilege may be withdrawn for students who do not cooperate with policies and procedures.

TRANSFERS TO OTHER SCHOOL DISTRICTS (see Board Policy 216)

- Before a student moves from the district in order to attend school elsewhere, a parent/guardian must come in to the Main Office and sign a release of records form. Before a transcript is issued, books and materials must be returned to the subject teachers and all obligations, such as library fines, must be met. You are encouraged to alert the office before a change occurs. Students and parents/guardians must be aware that they will remain enrolled in QCS until the district receives notification of enrollment from the new school.

WITHDRAWALS (see Board Policy 208)

- If you wish to withdraw from school before graduation, you should inform an administrator. At that point, arrangements will be made for you to apply for working papers, return all books and materials, obtain the required parent permission slip, and meet with a guidance counselor. The guidance counselor will conduct an exit interview to explain educational alternatives and services necessary to obtain a high school equivalency diploma if desired.

WORKING PAPERS

- A parent or legal guardian may obtain working papers for you in the SHS Main Office. A birth certificate or hospital certificate is required when working papers are requested.